

## **CLASS TITLE: FLEET MAINTENANCE SUPERINTENDENT (DOT)**

**Class Code: 02546900**

**Pay Grade: 30A**

**EO: C**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, to plan, direct and be responsible for the work of a staff engaged in a comprehensive motor vehicle fleet management program including such operations as vehicle maintenance, repair, purchase, distribution and operation; to be responsible for the development and implementation of daily operations and processes for the assigned fleet, including inventory control, communication with district field operations, storm and emergency responses, and occupational safety; to actively participate in vehicle maintenance and repair activities as needed; to act as a technical liaison between the department and its various repair vendors for the purpose of diagnosing, planning, scheduling and authorizing necessary equipment repairs for its fleet of diesel trucks and other heavy equipment; to oversee the maintenance of support facilities and various types of equipment; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the department's Fleet Management Officer (DOT) with wide latitude for the exercise of independent judgment and initiative; work is reviewed for conformance to divisional guidelines, policies and procedures.

**SUPERVISION EXERCISED:** Plans, coordinates, directs, supervises and reviews the work of mechanics, technical skilled craft workers and clerical subordinates. Exercises technical supervision over vendor motor pool service supervisors as appropriate.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Transportation, to plan, direct and be responsible for the work of a staff engaged in a comprehensive motor vehicle fleet management program including such operations as vehicle maintenance, repair, purchase, distribution and operation.

To be responsible for the development and implementation of daily operations and processes for the assigned fleet, including inventory control, communications with district field operations, storm and emergency responses, and occupational safety.

To actively participate in vehicle maintenance and repair activities as needed.

To act as a technical liaison between the department and its various repair vendors for the purpose of diagnosing, planning, scheduling and authorizing necessary equipment repairs for its fleet of diesel trucks and other heavy equipment.

To oversee equipment maintenance at support facilities for various types of equipment.

To assist in the monitoring of financial expenditures in relation to specific services and to be responsible for the execution and control of such services and expenditures.

To assist in procurement activities including the review and approval of requisitions for equipment, materials supplies, and services; and to direct the maintenance of an inventory control system.

To assist in the formulation of policies, plans, programs and objectives associated with the administration of various general support services of the department.

To coordinate and review all field requests for vehicle and equipment repair services and to recommend to a superior the tentative schedule of priority for repairs and return to service.

To prepare preliminary estimates of the parts, labor, and other materials the vendor will need for specific equipment repairs.

To review vendor invoices prior to payment to ensure accuracy and completeness and to approve said payments for processing.

To assist in the review and approval of all accident documentation relating to the state fleet within the division.

To be responsible for the supervision of the section's computer database system.

To determine facility fleet needs through conferences with supervisors.

To coordinate fleet operation activities of various sections within the division and to assist personnel in developing solutions for special needs requirements as they pertain to vehicle utilization.

As assigned, to maintain detailed records on each vehicle within the assigned fleet and to update as service is provided on corresponding vehicle; to maintain current a master schedule on all preventative maintenance performed on all vehicles within the fleet to ensure compliance with all manufactures specifications thereby eliminating invalidation of a vehicle's warranty; to maintain a dedicated file on all manufacturer's service bulletins and/or recall notices; to notify all authorized vehicle service vendors of these changes; to notify each driver of such recall notice and to monitor action of driver to ensure that proper steps are complied with to preserve integrity of the vehicle's safety and warranty.

To inspect automobiles, trucks, tractors, snowplows, hydraulic equipment, road maintenance machinery and related mechanical equipment for repairs.

To inspect transmissions, diesel engines, main bearing assemblies, steering assemblies, front and rear axles, differentials, air and hydraulic braking systems, magnetos, carburetors, starters, generators and distributes for repairs when necessary.

As assigned, to verify the quality of repair work performed on vehicles involved in accidents; inspect repair work and detect any cases involving poor quality work; to document such cases in the event that the Office of Purchases feels justified in citing vendors because of continual violations.

As assigned, to administer all phases of vehicle inspections to ensure compliance with all rules and regulations contained within the "Vehicle Handbook;" to ensure that the handbook is maintained and updated by each driver.

On an ongoing basis, to recommend corrective measures and processes which should be followed by field mechanic personnel in order to economize on equipment repairs and replacement.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of standard practices, materials and equipment utilized in the operation and maintenance of a motor vehicle pool; a thorough knowledge of the tools, equipment and methods employed in diesel trucks and motorized equipment; the ability to assist in the supervision, control and direction of the procurement of materials, equipment and supplies; the ability to utilize tools and equipment employed in the repair of diesel trucks and motorized equipment; the ability to independently perform a wide variety of tasks in the repair or rebuilding of motorized equipment without detailed instructions; the ability to exercise safety precautions and common prudence as applied to work performance in roadway settings, materials, fuel handling and storage, and equipment operation; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Graduation from a college of recognized standing with an Associate's Degree or higher in Automotive Service Technology, Diesel Technology or a related discipline, or the completion of at least a two-year technical program including courses in diesel truck or heavy duty truck/heavy equipment repair and maintenance mechanics; and

**Experience:** Considerable employment as a general diesel mechanic with responsibility for repairing a large fleet of various types/sizes of heavy trucks (GVW 26,000) and related equipment for a government entity or private construction company, trucking fleet operation, or provider of diesel truck equipment repair services.

**SPECIAL REQUIREMENTS:** At the time of appointment and continually thereafter, must:

1. Possess and maintain, at least, a valid Class B Commercial Driver's License with airbrakes as a condition of continued employment. Compliance with the USDOT Federal Regulations of the Omnibus

Transportation Employee Testing Act of 1991 and the State of Rhode Island's Drug & Alcohol Testing Program Policy & Procedures is a mandatory requirement and a condition of continued employment.

2. Be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Created: July 1, 2012

Class Revised: February 17, 2019